

R.T.
Chen

DIRECTOR OF CENTRAL INTELLIGENCE
Security Committee

SECOM-D-529

23 May 1979

MEMORANDUM FOR: SECOM Members

FROM:

[Redacted]

Executive Secretary

STAT

SUBJECT: Microforms

1. The Chairman has approved the approach outlined in SECOM D-521 dated 16 May 1979 on this same subject and has asked that the entire package be sent to you for your review.

2. The Chairman specifically desires your comments on the proposed avenue of attack to the general problem and would appreciate any further comments you might have on this subject. Please provide a response on this matter to the Committee Staff by 15 June 1979.

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[Redacted]

Attachment

79/250

DIRECTOR OF CENTRAL INTELLIGENCE
Security Committee

SECOM-D-521

16 MAY 1979

MEMORANDUM FOR: Chairman, DCI Security Committee

FROM:

[REDACTED]

Executive Secretary

SUBJECT: Security of Microforms

REFERENCE: Memorandum from C/IHC to C/SECOM
dated 5 April 1979

1. [REDACTED], Chairman, Information Handling Committee wrote you on 5 April 1979 informing of the results of his committee's review of security procedures and practices involving microforms. He relays recommendations of his working group which bear on the Security Committee. The Security Committee is asked to:

a. Develop security recommendations and guidance for specific application to the microform environment.

b. Investigate further security problems regarding destruction, accountability and control procedures of microforms.

2. The Chairman, IHC proposes that the two Committees work jointly to review in detail procedures outlined in various security documents to clarify requirements which are meant to apply to microform as well as paper documents and through this effort arrive at guidance on control of microform.

3. This appears to the staff as an effort of unnecessary scope. It would seem reasonable to have the Security Committee adopt the position that the underlying problem of controlling sensitive material is not unique to microforms although there may be unique aspects in application of some procedures.

4. People working with microforms have recognized and confronted the unique problems. These could be referred to the Security Committee for resolution.

5. The advantages of such an alternative course of action are:

a. it would allow concentration on priority problems and would, over time, permit a compilation of security procedures specifically applicable to microform material;

b. it would negate the need for review of all document control procedures;

c. it should result in controls no more stringent than those required of other sophisticated data handling systems; and

d. it would permit attention to resource costs in connection with specific security proposals.

6. In connection with the IHC request that the Security Committee investigate further the problems regarding destruction and control procedures, the staff has learned that some efforts are underway at the present time to enhance security of documents in microform.

a. CIA has developed a prototype device that will securely destroy 3 to 4 pounds of microform material per hour. Contract for three preproduction models is scheduled. The device should be available by the end of the year.

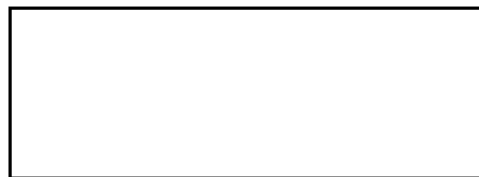
b. Toward resolution of problems with numbering microform copies of controlled documents, CIA has solicited from the US Census Bureau a price quotation

and estimate of development time for a sequential numbering to be used for placing unique control numbers on diazo duplicate microfiche. There is no response as of 16 May 1979 from the Census Bureau.

7. It would be consistent with the Security Committee charter to have the Research and Development Subcommittee look at these issues and make recommendations to the Security Committee.

8. The problems associated with security of microforms do not appear to lend themselves to rapid and easy solutions. Continued attention to the overall issue and particular address to specific problems is a viable approach. The proposals made here implement that concept and are submitted for your consideration.

9. If you endorse this approach then it is proposed that members be informed by copy of this memorandum and their opinions solicited. Further, the staff has drafted a response to the Chairman, Information Handling Committee and suggest that it be provided to members for their approval prior to release. The tasking of the R&D Subcommittee should await receipt of member comments.



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Attachment